

Resume A
2005 Job & Transition Fair

Category _____
Teacher _____

Student _____
School _____

Criteria	1	2	3	4	Score
Appearance Work is original to student.	<ul style="list-style-type: none"> Uncertain who belongs to Address and phone# omitted Text not aligned, randomly arranged on page Paper has folds and creases Paper is not a light color 	<ul style="list-style-type: none"> Name incomplete Address or phone # omitted Attempts to align text Paper has creases Paper is a light color 	<ul style="list-style-type: none"> Name included, not in bold print Address and phone number incomplete Minor mistake with aligning text Paper is smooth Paper is white or off-white 	<ul style="list-style-type: none"> Name is complete – in bold print, up to one font size larger Complete address & phone # is included All text is aligned Paper is smooth Paper is white or off-white 	
Format Personal contact information included Work is original to student.	<ul style="list-style-type: none"> No indication of position or career Different fonts inconsistently used throughout the resume Font is large and wide (16+) More than 3+ spelling errors, More than 3+ grammar errors No personal contact information is included Pronouns used throughout 	<ul style="list-style-type: none"> Position applying for is unclear 4 or more fonts used Inconsistent use of in sizing of headings and body Font is larger than 14 2- 3 Spelling errors 2-3 grammar errors Some personal contact information included 2-3 pronouns are used 2-3 punct. errors 	<ul style="list-style-type: none"> Indicates level of position or career choice 3 fonts are used Font is small (10-14) Fonts are different sizes within body 1-2 spelling errors 1-2 grammar errors, Most personal contact information included 1-2 pronouns used 1-2 punct. errors 	<ul style="list-style-type: none"> Indicates level of position and type of career choice 1-2 fonts used (heading maybe 1 font size larger, body's font size is 10 – 12) Font is small and compact (10,11,12,or 14) No spelling errors No grammar errors All personal information included All personal contact information included Pronouns omitted No punct. errors 	
Work Experience & Education	<ul style="list-style-type: none"> Not listed or attempts to make a list of work experience, unclear of duties. Education experiences are vague (if listed) GPA below 3.0 is listed Graduation date omitted or is vague (ex. Only month or year) 	<ul style="list-style-type: none"> Makes a list of work experience, but out of order with some job duties included. Schools are listed – unclear which is most recent Year of graduation is included If included, Majors and course work are vaguely related to job field 	<ul style="list-style-type: none"> Makes a list of work experience with most recent is listed first, a list of job duties are included. All schools are listed with most recent first Additional education experiences are listed Anticipated graduation date listed If listed, GPA is above 3.0 If included, Majors and course work are related to job field 	<ul style="list-style-type: none"> Makes a list of work experience with most recent is listed first, a detailed list of job duties are included. All schools are clearly listed with most recent first Additional education experiences are specifically listed Anticipated graduation date listed If listed, GPA is above 3.0 If included, Majors and course work are clearly related to job field 	
Extra Curricular Activities, Hobbies, &/or Interests Interests & Hobbies are optional –ex. relates to job applying for *Active voice used	<ul style="list-style-type: none"> None listed 	<ul style="list-style-type: none"> Minimal listing of volunteer activities, memberships, unclear There are more activities without dates than with 	<ul style="list-style-type: none"> Makes a listing of volunteer activities, and membership Some dates are included 	<ul style="list-style-type: none"> Makes a complete/concise list of awards, volunteer activities, membership, and/or names of organizations. All dates included 	
Qualifications Short & to the point	<ul style="list-style-type: none"> None listed 	<ul style="list-style-type: none"> Some(more are unrelated) of the listed skills are related to the job sought < 2 skills or abilities listed 	<ul style="list-style-type: none"> Majority of the listed skills are related to the job sought 2- 3 skills and/or abilities listed 	<ul style="list-style-type: none"> All of the listed strengths, accomplishments, skills are related to the job sought 	
References	<ul style="list-style-type: none"> “References available upon request” or “References” section listed in body of resume 			<ul style="list-style-type: none"> No section of references or notation of “References available upon request” is included in body of resume 	
Total					

